



CARSON WATER SUBCONSERVANCY DISTRICT GENERAL MANAGER JOB DESCRIPTION

FLSA Status: Exempt

Date: October 15, 2025

SUMMARY OF JOB PURPOSE:

Plans, directs, manages, and oversees the activities and operations of Carson Water Subconservancy District (CWSD). Performs high-level administrative, technical, and professional work in directing and supervising the administration of CWSD organization. Prepares annual budget. Receives broad policy guidance from CWSD Board of Directors. This is a regular full-time position.

ESSENTIAL FUNCTIONS:

This lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Develops, evaluates, and implements administrative policies and procedures to meet CWSD goals and objectives; supervises the performance of CWSD personnel; coordinates the activities of CWSD to ensure timely, efficient, and effective delivery of programs and services.
- Selects, directs, develops, and evaluates staff; instructs and trains staff and provides training programs to enhance the capabilities of staff and improve the delivery of services; listens, responds to, and resolves employee problems, concerns, complaints, and grievances; administers discipline for inadequate performance and/or improper behavior. Regularly conducts comparison reviews of staff job descriptions, pay and benefits to ensure in keeping with industry standards. **Add Debbie's—or modify accordingly.**
- Negotiates and represents CWSD in various activities and meetings with both private and public agencies, governmental entities and individuals; testifies on state and federal legislation; makes educational and informational presentations to various organizations and news media.
- Oversees the development of the annual CWSD budget for approval by the Board; monitors expenditures to ensure compliance with budgets; accounts for variances between projected and actual expenditures and provides monthly financials to the Board.
- Analyzes proposals regarding policies, programs, and services and develops recommendations to the Board; analyzes information pertaining to CWSD services and operations including policies, programs, methods, budgets, staffing, organization, and capital needs; writes reports and correspondence to government agencies, members of the community, and the Board.
- Administers the preparation of CWSD meeting agendas; attends CWSD meetings; works with office manager and legal staff to ensure open meeting law is followed;

makes oral and written presentations to CWSD's Board of Directors and to other public and private groups; provides information to the news media and the public regarding CWSD operations; represents the CWSD with other government agencies and in meetings with the public.

- Analyzes proposed legislation and administrative regulations for their impact on CWSD operations; reviews and makes recommendations to the Board regarding legislative activities; participates in the lobbying process by presenting oral and written testimony to appropriate bodies.
- Oversees the development, submission cycle and process, management and administration of all grants and other sources of alternative funding. Administration legal compliance, documentation, expenditure tracking and reporting requirements for federal, state, and local grants.
- Directs the collection of climatological and hydrologic data; advises the Board, counties/cities, state and federal agencies in the evaluation of flood threatened areas for flood control and floodplain management planning and protection.
- Assists the Board with strategic planning to develop organization goals, objectives and actions; provides leadership and strategic direction to identify capital and resource needs to meet short- and long-range plans. Responsible for the performance of the strategic plan.
- Advises the Board, counties/cities, state and federal agencies in the planning, financing, design and construction of regional water supply, transmission, treatment facilities, recreational activities, and noxious weed activities.
- Advises the Board, counties/cities, state and federal agencies, and the Carson River Coalition stakeholders on integrated watershed planning and management issues that may or do impact the water resources of the Carson River Basin.
- Demonstrates professional attitude with appropriate tact and discretion in all interactions with all internal and external communications, to include but not limited to CWSD staff, the Board, governmental agencies, academic entities, Carson River Coalition and it's working groups, civic groups, service organizations, vendors, consultants, other agencies doing business with CWSD, and general public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Bachelor's degree in civil engineering or other water/natural resource-related field and a minimum ten years of progressively responsible experience in areas of water resource management including working with elected officials and public organizations. PE certification and/or related master's degree preferred.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid driver's license

REQUIRED KNOWLEDGE & SKILLS:*Knowledge of*

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles of practices of budget development and administration. Annual audit preparation.
- Principles and practices of engineering administration, flood control projects, water supply, and water transmission and treatment.
- Principles of floodplain protection, riverine and alluvial fan processes, and integrated watershed planning and management.
- Federal, State, and local laws and regulations that govern CWSD's work. Nevada water law, the Alpine Decree, Code of Federal Regulations, etc.
- Federal, State and local contract and grant administration.
- Principles and techniques of making effective oral presentations.
- Nevada Open Meeting Law.
- Functions, authority, responsibilities and limitations of an elected/appointed Board of Directors.

Skill in

- Developing budgets, policies and goals consistent with CWSD directives.
- Manage flood control, drainage, water supply, treatment, transmission, and integrated watershed planning and management projects.
- Plan, direct, and evaluate the work of staff.
- Develop, motivate, and supervise staff.
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies; gain cooperation through discussion and persuasion.
- Collect, interpret, and evaluate narrative and statistical data pertaining to policy, fiscal, and operational matters.
- Analyze policies, regulations, projects, activities, and methods.
- Project the consequences of proposed actions.
- Implement administrative policies and work programs consistent with regulations and with CWSD policies and goals.
- Understand, interpret, and apply laws and regulations.
- Identify and develop effective grant applications.

- Present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner.
- Communicate effectively verbally and in writing on matters related to department policies, funding, and operations.
- Use of PC and common office equipment. Skilled in MS Word, Excel, PowerPoint, Adobe Acrobat, Word Press, Zoom and QuickBooks.
- Preparing clear and concise reports, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.

SUPERVISION RECEIVED & EXERCISED:

Under Board Direction – Incumbent at this level is responsible for unusual, technical, complex, highly sensitive, political, and far reaching work related issues and for policy recommendations to the CWSD Board of Directors. The incumbent will plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary limitations, and legal and professional standards. The incumbent has responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations. Work performance is usually measured by total results and a governing body usually provides supervision. This type of direction is normally reserved for management and executive level positions.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 30 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling.

Position generally functions indoors in an office environment where most work is performed at a desk. Position also functions outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Work may be performed independently and may be in isolated geographic areas. **Driving extensively throughout the watershed and the state as necessary and is able to navigate unmaintained roads that may require 4-wheel drive capabilities. Is physically able to hike to river projects.**

CONDITIONS OF EMPLOYMENT:

- 1. Employee may be required to work some evenings, weekends, holidays as needed. Presence is required at evening Board meetings scheduled on the third Wednesday of each month.**

2. CWSD employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.
3. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
4. CWSD participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

Carson Water Subconservancy District is an Equal Opportunity Employer